

~~SECRET~~
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137-8220

COMPTROLLER'S NOTES MADE ON RECENT TRIP TO FAR EAST AREA RELATED TO
BUDGET AND FINANCE MATTERS

Finance

25X1A [REDACTED]

25X1A [REDACTED]

25X1A Working fund administered at [REDACTED] for purchase of gasoline by [REDACTED] selling gasoline at 16 cents per gallon without knowing the cost.

25X1A [REDACTED] accounting not always received and when received most always late. *RCS release then*

25X1A [REDACTED] \$1,000--charges \$27.60 as of [REDACTED]

25X1A 15 December 1955. It appears that fund could be reduced to \$500.

25X1A [REDACTED]

25X1A [REDACTED] 25X1A

25X1A [REDACTED] Transfer of [REDACTED] and other personnel transfers and changes.

25X1A [REDACTED]

25X1A Revised forms not sent to field.

25X1A Finance operations excellent.

25X1A [REDACTED] though slot was GS-9. Would not have agreed to a [REDACTED] ment had she known slot was only GS-7.

25X1A [REDACTED]

25X1A [REDACTED]

25X1A [REDACTED] Require two additional finance positions: GS-7 to be filled by [REDACTED] who is GS-5. GS-11 to be filled by Headquarters. *Proposed 7/0 filled*

25X1A [REDACTED] Has backlog of work--personnel being detailed by [REDACTED] to help in clearing backlog. *noted*

25X1C [REDACTED] [REDACTED] states he has no authority to cash Treasury checks. *25X1A*

25X1A [REDACTED] doing first-class job on Club and messes. *25X1A TAS*

JOB NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. [REDACTED] NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS 5 C REF. JUST. 22
NEXT REV DATE 10/10/80 REVIEWER 029125 TYPE DOC. 30
NO. PCS 10 CREATION DATE [REDACTED] ORG COMP OPI 38 ORG CLASS S
REV CLASS C REV COORD. AUTH: HR 70-3

Sent with regulations - add. copies and submit request
ILLEGIB

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Allotment system needs improving--field requires information re Headquarters portion of the allotment.

Policy from Headquarters states that Club should pay for basic equipment. Desires to loan such equipment on M.R.

What is policy on operation of swimming pool?

Regulations for providing athletic equipment should be more specific.

Audit says Finance doing good job.

Audit says: Mess, Club and Golf Course operations at are not in good shape.

25X1A

25X1A

25X1A

Finance doing good job--audit had no exceptions--doing good job and improving in personal relationship.

25X1A

Purchase bath tubs and plumbing fixtures for houses being built and/or rented--sold to builders or owners at cost plus transportation with proceeds being credited to miscellaneous receipts--recommend the proceeds be applied against expenses. Gasoline and other items should be treated in like manner. sent in recommendation to this effect.

25X1A

25X1A

On instructions from pays vouchers for purchases made in

Doesn't know cost of gasoline but selling to employees at 16 cents per gallon.

Personnel allowed to use vehicles for R&R purposes at a charge of 3 cents per mile or 12 cents per hour, whichever is greater--this includes services of chauffeur.

Chauffeurs paid for 60 hour week at standard rate of \$35 U.S. dollars per month.

Roads in terrible shape.

Motor pool used to repair personal cars on a cost basis.

Audits to be made of Petty Cash funds in future.

25X1A

did not receive differential for over a year--others it takes generally on the average of three months.

*Reply to
FEB 1955*

TAS

TAS

TAS

ILLEGIB

✓

✓ 25X1A

✓

✓

✓

✓

✓

✓

✓

*Differential not paid because field
did not furnish required arrival
data. Rec'd 14 Dec 1955 and payment
made.*

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25X1A

(Contd)

25X9

25X1A

A recent survey indicated that [redacted] persons arrived prior to receipt of travel order. [redacted] sent report on the [redacted] cases.

25X9

25X1A

Look up case of [redacted] re payment of per diem while at Headquarters. In the past this type of case has been settled at Headquarters before leaving for field.

Subject given advance settlement by acty in field

25X1A

25X1A

[redacted] recommends one rate of exchange.

25X1A

25X1A

[redacted] recommended that [redacted] concurs.

25X1A

25X1A

Check on claim by [redacted] for payment of tuition.

Claim not rec'd

Accounting for advances greatly improved.

Last financial report sent in was July. August, September, and October finished and awaiting typing. November report expected to be finished by 15 December 1955.

25X1A

Finance dispatches not replied to promptly-[redacted] 28 July 1955 - not answered although cable follow-up made [redacted] salary.

25X1A

25X1A

Information on FI projects not received by [redacted] which results in delays as contact has to be made with FI, who keeps all approvals.

Financial property accounting cannot be performed without additional help.

These considered cleared by Principal dissem with subject. Follow up cable not allowed

25X1A

not happy with job [REDACTED] has done.

ho - ge

Finance shop good, but [REDACTED] tends to irritate people at times--doing good job, but sometimes too rigid and conservative--inherited bad situation, but doing good clean-up job--Flo excellently qualified --did a good job but didn't delegate authority and tried to do all the work herself.

Obtain [REDACTED]-31 October 1955--re \$500,000 Working Funds with [REDACTED] and Dir. 33928--12 November, Ref. 5389. [REDACTED] feels that accountability for fund should be transferred to [REDACTED] where better control could be exercised.

with transfer
nt- per DIR 33928
12 hrs SS

and Dir. 33920--12 November, Ref. 3309. [redacted] feels that accountability for fund should be transferred to [redacted] where better control could be exercised. *pa*

could be exercised.

Finance needs man in [REDACTED] to handle reservations, visas, shipments, etc.

\$90,900.66 TA to Washington FY 1952 and 1953--June 1953--[REDACTED] set up Deposit Account in name of contractor--account has \$4,000. Can it be used on an approved project?

Comptroller would like to talk to [REDACTED] about payment for services of interior decorator and special furniture for several offices.

Night duty officer--payment of overtime--Personnel Manual--Agency
 Regulations--dispatch on subject--expedite reply--night duty officer
 accounts for about 1/3 of the overtime worked--present practice is to
 pay for 8 hours.

Look up Headquarters dispatch re payment of per diem in the field--
A notice limits to \$6 per day after 5 days.

Transportation position (GS-7) and employee transferred from Personnel to Finance--position filled by [REDACTED] Contract employee.

After the various shifts and transfers are effected re transfer--Headquarters to fill Position O-1520.

[REDACTED]

25X1A

acts as Chief of Station during absence of Chief and Deputy. ✓
states that Audit Report as of 31 October, gave clean bill of health. ✓

Station now purchasing publications for DD/I through outside means at a cost of approximately \$600 monthly, which includes salary of agent. It appears that separate funds or a DD/I allotment should be used. *FE & Budget*

25X1A

25X1C

GS-7, lacks required education to be on same level with other employees, therefore, he is not accepted at the various social levels. Good worker when work is given to him--not too much initiative--auditor found everything in good order. recommends that be transferred to another station where allowances are greater and cost of living is not so high. states that advised that he would be eligible for promotion after three months in field station. Acting Chief of Station personally likes , but will not recommend promotion. has no objection to transfer and will take him as replacement for if slot is provided.

25X1A

25X1A

25X1A

25X1A

25X1A

states that he has not received back pay in connection with pay raise--See , dated 16 November. *Finance Paid July 1955*

25X1A

lost between \$500 and \$600 reserve pay annually by accepting assignment. *Final Pay Dec 55*

25X1A

7 1/2% raise for contract employees--See -16 August 1955. *FE & Pers action matters*

25X1A

25X1A

25X1A

claims that dispatches from Headquarters re exceptions are not specific and clear. References should be to the amount in U.S. Dollars and also give voucher number. *This is practice*

25X1A

25X1A

Training of Administrative Assistants in finance matters not sufficient. Training not well organized. Finance personnel who do the training, e.g. travel, accounts, etc. were too busy and also did not know how to do it. states that more on-the-job training by the trainee actually doing the work under proper supervision is the answer to the problem. Review your files on the training of

Suggestion made that all cash boxes be equipped with combination lock, since present cash boxes can be opened with an ordinary common key. *Subject spent only 3 day 6 hour in F.D. - our file indicates we stated she needed more training*

25X1A

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Safekeeping facilities could be improved--safes containing funds located in a room set off by steel wire mesh welded--a heavier safe is being obtained from [REDACTED]--new building has adequate vault facilities planned. ✓

25X1C

25X1C

25X1A

25X1C

[REDACTED] working fund for Station support located at [REDACTED]--having difficulty in reconciling reports from [REDACTED] at end of each month. on Thursday, 15 December 1955. It appears that the [REDACTED] has over-charged the fund in an amount of \$60,000 during 1954 for which the station does not have documentation to support such charges. ✓

25X1A

25X1C

Barber shop and driving range now taken over by Club. No cost to Government. ✓

Is it the policy of the Co. to require the Club, Barber Shop and Driving Range to repay original capitalization of equipment, etc. ✓

25X1A

[REDACTED] to stay 10 days to assist [REDACTED] in working fund reconciliation and property accounting. ✓

25X1A

IBM

Finance will require an additional person to maintain financial accounting for inventory of supplies and material. ✓

25X1A

Check Cables 35898 and 899 - 30 November 1955 - which announces replacement for [REDACTED] 18 months up in April--would like to stay until July--then vacation and place children in school in fall as requested in overseas rotation data sheet. Preference for next assignment--first [REDACTED]--2nd any other place in Europe--3rd [REDACTED]--however, willing to serve at Headquarters. ✓

25X1A

25X1A

See Cable 1642--23 November 1955--re two Security Officer personnel working overtime--Cable 35897 Dir--30 November approving charges to Training--vouchered funds. ✓

Extension approved to permit summer return

FE furnished instructions by DIR 35897 DNT 96743

25X1A

Do not receive PCS travel orders--only receive after a specific request to Headquarters, e.g., [REDACTED]--applies to all personnel coming PCS. ✓

FE action

My admin's conclusion affects

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Maximum per diem crossed out on travel orders, but no other rate specified.

25X1A

At request of Station, 19 travel orders (copies) and amendments were received at one time [REDACTED] 9 November 1955, covering February, April, May, June, July, and August for 11 personnel. ✓

25X1A

Check on [REDACTED] claim for transportation of household goods--

25X1C

[REDACTED] is involved *our records*
[REDACTED] ld be given *do not*
to the justification of his claim. He actually came out under 13,000
weight limitation and is now bound by a limitation of 8,750.

*upfront any
charge for excess
weight.*

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